

DRAFT MEETING MINUTES - REVISED

MEETING NAME: WISCONSIN ENTERPRISE ARCHITECTURE TEAM (WEAT)

DATE: SEPTEMBER 7, 2004

TIME: 8:30 A.M. TO 12:00 P.M.

LOCATION: ADMINISTRATION BUILDING, ROOM 122

WEAT Members:

- Group Leader/Chief Enterprise Architect – Patricia Carlson (a DET representative)
- Enterprise Architect – Keith Hazelton (UW representative)
- Enterprise Architect – Bud Borja (Milwaukee Co., local government representative)
- Enterprise Architect – Mickey Crittenden (Rock Co., local government representative)
- Enterprise Architect – Jay Jaeger (DOT, large state agency representative)
- Enterprise Architect – Diane Kohn (DWD, large state agency representative)
- Enterprise Architect – Judy Heil (DATCP, small state agency representative)

DET Governance:

- Michelle Eldridge (DET Domain Manager Team Lead)
- Molly Conroy (DET Governance Support Staff)

DET Development and Operations:

- Phil Schwarz (DET Operations Representative)

DET Infrastructure and Networks:

- Erik Mickelson (DET Infrastructure and Networks)

Keith Hazelton, Bud Borja, Mickey Crittenden, Michelle Eldridge and Phil Schwarz were absent from the meeting.

Action Items / Issues to Address

- Patricia will set up a DET-hosted open session to talk about local government integration initiatives.
- Patricia will send IDs for the Corporate Executive Board Councils
- Patricia will send the portal project charter to WEAT with the business drivers for the portal project.
- Patricia will set up a joint meeting with WEAT, the directory working group, the applications domain, and DOA legal council to talk about the directory and records retention issues.
- Patricia will set up meeting with the applications domain and project management group to discuss the Zachman framework.
- The WEAT team will continue to work on the integration architecture framework.
- Patricia will continue to outline the WEAT business plan and send the updated charter.
- Patricia will provide WEAT an update of her status meetings with Matt.
- Molly will draft meeting minutes and provide them to WEAT for review.
- WEAT support staff will update the WEAT Web site with today's meeting documents.

Meeting Notes

1. Introduction to Meeting / Review of August 24, 2004 Action Items

Patricia Carlson opened the meeting and reviewed the action items from August 24. Patricia has invited Matt Miszewski, State CIO, to discuss open source for the next WEAT Meeting. He is scheduled to attend on October 5, and Patricia will distribute the presentation Matt will present at the NASCIO 2004 Annual Conference. Patricia has invited Bonnie Locke and WIJIS staff to attend the next WEAT meeting to clarify scope of the justice integration initiative.

2. Enterprise IT Plan Update

Michelle Eldridge, Betsy Paque, and Patricia are working with Matt on the enterprise IT plan. This year's plan will have a "placemat" design. It will be a four-page glossy with simple, concise text to communicate the high-level view of the plan. The full plan will be 20-30 pages with an annotated bibliography. It will focus on five components: one enterprise architecture, one shared infrastructure, one finance system, one enterprise application base, and one measurement and management system.

The enterprise IT plan will take a higher enterprise view of information technology (IT). It will include a request for additional funding for enterprise architecture (EA). Included in this additional funding may be an additional position and tools for portfolio management. Matt is looking at enterprise IT finance to gain a consistent level of language and context to talk about finance. Matt will review finance models from the Department of Revenue (DOR) and the Department of Workforce Development (DWD).

DET is also looking at the development of an enterprise reinvestment fund. This would be used to fund enterprise IT activities and to provide discretionary grants for agency projects with enterprise potential. This fund may be created using a bond issue and DET is working with the state budget office. A strategic enterprise goal is to move toward one application or business system per business function (e.g., procurement). A WEAT member commented that the goal should not simply be to go from many systems to a single system, but to view the business case to define business function and find the most reasonable solution for the enterprise.

3. IBM EA

Stephen Newell, IBM Client IT Architect, will work with Patricia to set up another conference call to discuss the development of IBM's component database. Information in the IBM database is used to generate Web pages from dynamic information. Stephen is trying to come to DOA and will try to get WEAT into the IBM intranet site.

4. Enterprise Initiatives Update

Server Consolidation

The server consolidation group is looking to integrate with the governance bodies and looking for alignment with WEAT.

Portal Solicitation

The portal solicitation is moving forward. The solicitation comments have been provided to Betsy Paque. Betsy has sent a copy of the solicitation to Elizabeth Snider for additional procurement information. Daniel Breitbach has conducted a scoping exercise for the portal product procurement project.

Erik Mickelson is working with Allen Poppe to decide how demonstrations will be run, like a mini project. They are working on portal product testing scenarios and they share a good conceptual idea of how process will happen. They are preparing requirement documents for vendors to use when they demonstrate their products. Erik and Allen will bring the document to WEAT for review. They are creating two use cases. The business use case focuses on the core functionality of the product and its ability to meet state needs. The technical use case focuses on the product's integration with current enterprise technology initiatives (e.g., the enterprise services bus (ESB)).

Patricia said that she knew of no other major solicitations going on at this time. The current focus is on creating a biennial budget, which will compose the major activities in the budget office for September and October.

DET IT Service Catalog

DET is developing an IT services catalog to include types of services, rate structures, and how agencies can reduce their costs. DET staff is working with American Express, which has created a similar catalog and had good results.

A WEAT member suggest that the DET catalog doesn't have to be universal, but list the high points of DET's IT services. A catalog that is too lengthy will not be used. Also, the audience for the catalog must be determined to ensure successful communication.

A service catalog is one view of EA. The catalog will be a list of initiatives that will explain how agencies can best use IT services. The payback of a catalog doesn't show up in the budget bottom line. Payback is an intangible benefit that shows up in catching problems early so they can be avoided before they require costly solutions.

Budget

The biennial budget is scheduled to be completed sometime in October. The budget reduction proposals will be due in November. Under direction from David Schmiedicke, State Budget Office, to cut back to 3 percent, DET's cash balance will be reduced to 3 percent from 10 percent. The 7 percent will be going to fund enterprise initiatives.

Portfolio Management

Matt wants the portfolio management initiative to go forward will be looking at a portfolio management tool. DET staff is looking at portfolio management tools integrated with project management.

IT Governance

WEAT will work with governance groups to determine how work will flow through IT governance councils, domains, working groups, and other standing IT-related groups.

5. Enterprise Integration Competency Center (EICC)

WEAT members have provided questions regarding the Enterprise Integration Competency Center (EICC). According to Werner Gade, DET, the goal of the EICC is to provide guidance and assistance to agencies who want to work with data integration tools and recommendations for the best tools to address a business issue. The EICC is working with agencies that want to share data to help them determine issues of ownership and sharing data.

Erik explained that the scope and purpose still need to be defined. The formation of the EICC was prompted by the ESB installation. The EICC recognizes integration is a core enterprise business driver.

Standard setting will be important to integration initiatives. DOA should be defining best practices for business solutions. ESB is one tool for integration requirements. Integration is more than ESB (e.g., messaging). The idea is to move toward integration, not a single product. The domains and WEAT will need to define initial standards. The EICC is not looking to provide consulting services unless there is a direct business need defined from an agency business plan. DET has not historically provided consulting services.

Data integration will be a challenge for security and affect information security groups and the Web Access Management System (WAMS). Data integration will be part of the definition of a service's role within an organization and the enterprise. When looking from integration perspective, DET will be getting vendor consultants in to define the baseline interface between ESB and the enterprise identity access management system (IAM).

Deliverables, processes and roles need to be determined when implementing a new technology. During a high-level roll out of a new technology a goal is to capture issues. A recent idea is to take an issue out of any particular domain because problems are organizational in nature and may touch more than one domain. The technology roll-out process needs to be defined and the definition should include consulting to know value of technology and how to use best use it.

A WEAT member suggested that each agency needs an enterprise architect to work with WEAT to improve communication. The role of an agency enterprise architect needs to be defined. A suggestion was to define the role as an interface between an agency (one person or a group of people) and WEAT. Some one must be responsible to get EA communication through the agency. While WEAT is establishing the EA, it must put a stake in the ground and adjust around that.

6. WEAT Business Plan

Patricia is scoping out Phase 2 of the WEAT business plan, scheduled through December. During this phase, WEAT will be defining the integration architecture and planning EA training for agencies.

Phase 3 will run from January to March 2005, and WEAT will focus on the technical reference model (TRM) and outlining the migration path of moving from the "as is" to the "to be" environment. WEAT will also start discussions on the data reference model.

From April to June 2005, WEAT will be working with agency enterprise architects and ask for EA plans from agencies. This should lead to clearer definition of what should be in agency IT plans. An EA plan should be an important component of the agency IT plan.

WEAT will look at a performance reference model, including scorecards, return on investment (ROI), and portfolio management from July through October 2005.

Action: *Patricia will send the revised business plan to WEAT.*

7. Local Government Survey

Patricia has been meeting with the student project team working on the local government survey and the project is moving forward. Deliverables are expected in November, the team will analyze the data in December.

The WEAT meeting was then adjourned.

The next meeting is Tuesday, September 21, 8:30 to 12:30 in room 122.

#